

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246
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(916) 445-7909



September 4, 2008

To: All Candidates Competing in the Unit Chief Examination

Subject: MANDATORY Education/Experience Matrix

DUE DATE: POSTMARKED NO LATER THAN SEPTEMBER 24, 2008

Congratulations! Your application for the Unit Chief examination has been accepted.

The purpose of this letter is to provide you with information about the remaining phases of this examination. Enclosed are a Mandatory Education/Experience Matrix that you must complete and return and a sample Mandatory Education/Experience Matrix to assist you. The matrix must be completed and mailed to the following address **postmarked no later than September 24, 2008**.

California Department of Forestry and Fire Protection
Examination Unit – Attention: Rosalie Turbeville
P. O. Box 944246
Sacramento, California 94244-2460

IF YOU FAIL TO RETURN THE COMPLETED MATRIX BY THE POSTMARK DATE, YOU WILL BE DISQUALIFIED FROM THE EXAMINATION.

The Mandatory Education/Experience Matrix will assist the interview panel in evaluating/assessing the full range of your qualifications (on a competitive basis) as it reflects your future ability to successfully perform as a Unit Chief. Therefore, it is especially important that you take special care in accurately and completely filling out this matrix.

You **MUST** provide the following information in conjunction with any education/certifications you checked:

Education: To receive credit for an AA/AS or BA/BS degree, you must have received your diploma from an accredited institution of post secondary education recognized by the American Council on Education and you must provide a copy of your diploma or transcripts (transcripts must indicate that a degree has been issued). If your diploma or transcripts are not available, you may provide a letter (on official letterhead) from the educational institution signed by the dean or registrar indicating completion of requirements to obtain a degree. The verification must include your name, the name of the educational institution, the corresponding major, and the completion date.

Certification: To receive credit for a National Fire Academy Executive Fire Officer Certificate, State Fire Marshal Chief Officer Certificate, and/or P.O.S.T. Certificate, you must provide a copy of each certificate checked.

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CAL FIRE Incident Command Team Assignments at the Command and General Staff Levels: It is not necessary for you to provide verification if you checked any of these boxes. Verification will be handled internally through the Examination Unit.

Experience: When completing the matrix, mark the box(es) that corresponds to the classification(s) and assignment(s) you have worked including the dates and location(s). Only mark the box(es) if you were assigned to the program/unit and you **performed** the duties. Supervision of staff performing these duties is **not** applicable. Please refer to the sample matrix to assist you.

For your convenience, the enclosed matrix is also available as a Microsoft Word document and is located on the statewide bulletin board, the Department of Forestry and Fire Protection's (CAL FIRE's) Intranet, and on the Internet. To access this file on the statewide bulletin board, click on the folder "Public Folders/All Public Folders/Sacramento HQ Units/Management Services/Exam Announcements/Unit Chief Matrix". Double click on the Word icon to view, print, or save to your hard drive or disk. To access this file on the CAL FIRE Intranet, click on the link, "Employee Info (to the top left of the page)/Exams Page/Current Examinations/Unit Chief Matrix". To access this file on the Internet visit www.fire.ca.gov, click on "Career Opportunities (under Most Popular Links)/Current Examinations (under Career Links)/Departmental Promotional Examinations/Unit Chief Matrix".

Interviews are anticipated to be held in November/December 2008. Notices to appear will be mailed to the candidates approximately two weeks beforehand. The interview panel will be provided with predetermined questions that will be asked of all the candidates. All questions will be based on the factors listed on the examination bulletin in the section titled, "Qualifications Appraisal Interview – Scope" and are designed to elicit responses that relate to your readiness for promotion.

Additionally, in answering the oral interview questions, please remember to answer the questions as if you were a Unit Chief, rather than limiting your perspective to your current classification. In other words, there are additional duties and responsibilities required at the higher level that you will be expected to know. THE PANEL WILL BE ASSESSING YOUR POTENTIAL TO SUCCESSFULLY PERFORM AS A UNIT CHIEF.

We hope this information is helpful and wish you success in the Unit Chief examination.

Sincerely,

Rosalie Turbeville

Rosalie Turbeville
Exam Analyst

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Enclosures